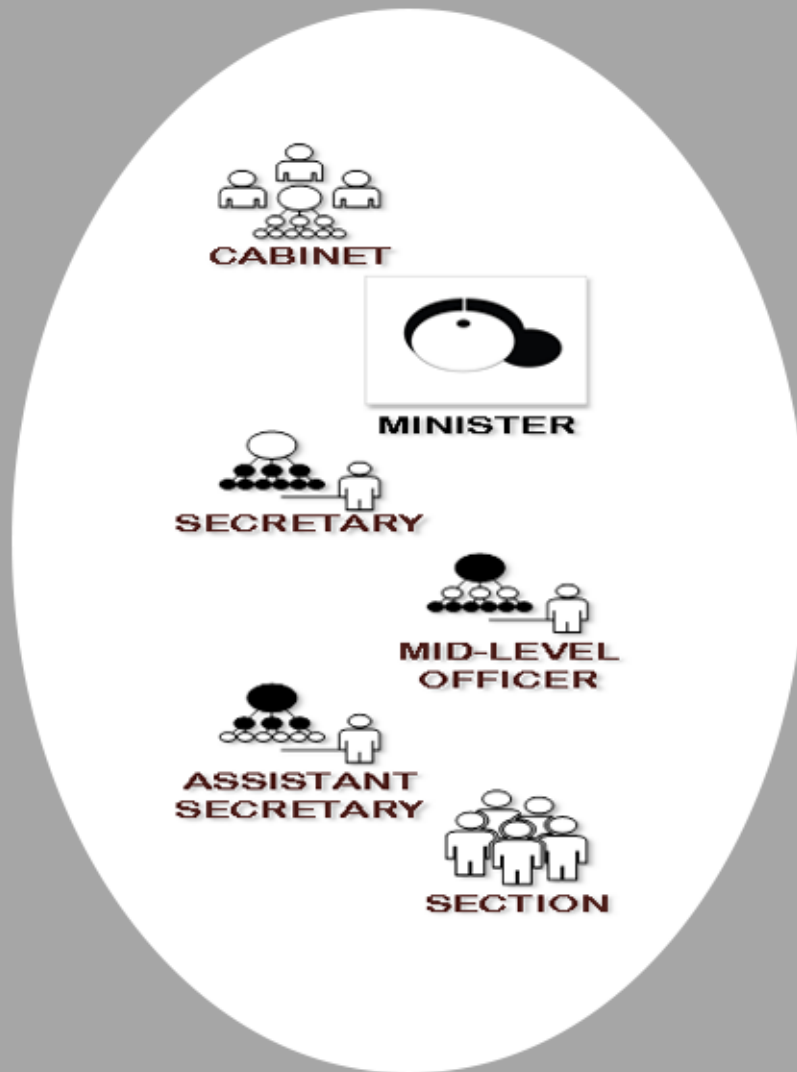


GOVERNMENT STRUCTURE



SECRETARIAT OFFICE MANUAL SERIES

GOVERNMENT STRUCTURE

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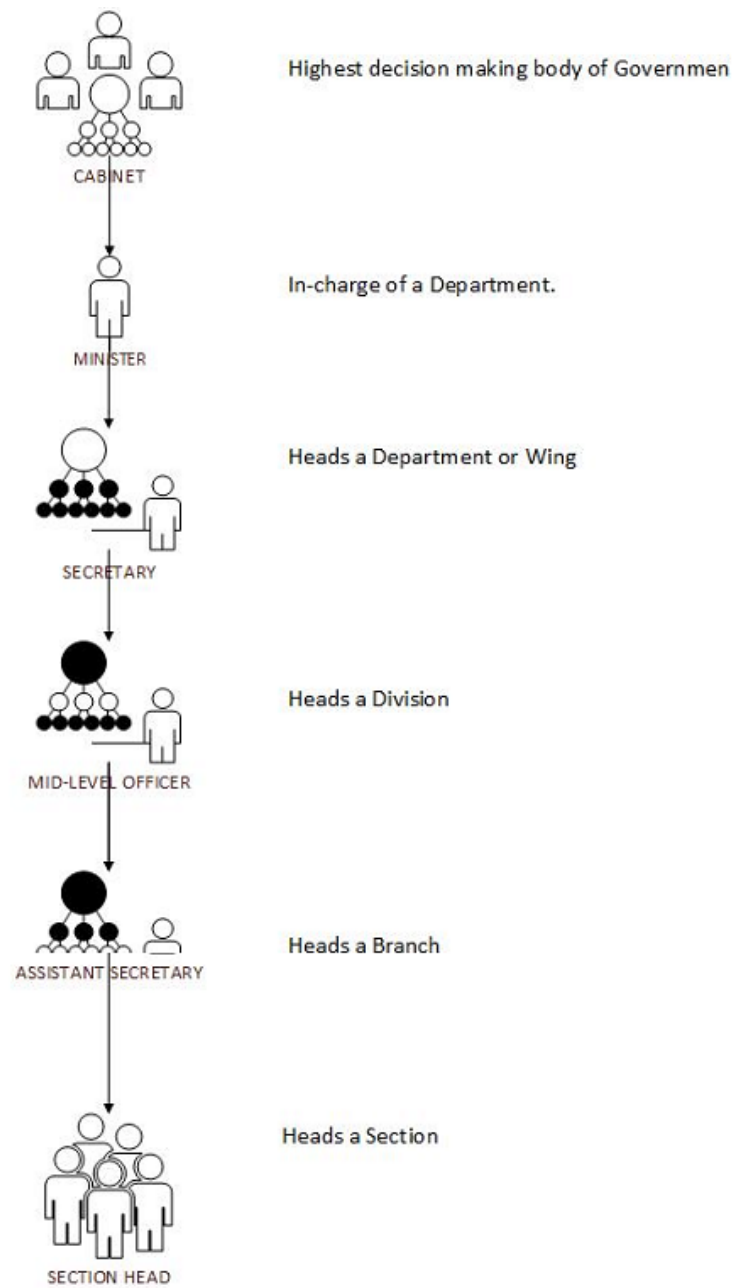
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1 SECRETARIAT FUNCTIONARIES



1.1 Executive Power of the state

- (1) The executive power of the State is vested in the Governor of the State and is exercised by him, either directly or through officers subordinate to him in accordance with the provisions of the Constitution of India.
- (2) There is a Council of Ministers with the Chief Minister as its head to aid and advise the Governor in the exercise of his functions according to the provisions of the Constitution of India.

1.2 The Ministers

- (1) The allocation of business of Government among Ministers is made by the Governor on the advise of the Chief Minister.
- (2) The transaction of the business is governed by the rules made by the Governor under Article 166 of the Constitution of India and the instructions issued there under. These rules and instructions are known as “The Andhra Pradesh Government Business Rules” (hereinafter referred to as the Business Rules) and “The Andhra Pradesh Secretariat Instructions” (hereinafter referred to as the Secretariat Instructions) respectively.
- (3) Each Minister disposes of the Government business in the subjects in his charge according to those rules and instructions.

1.3 The Chief Secretary

The Chief Secretary has the following functions:-

- (1) Advise the cabinet as its Secretary;
- (2) Advise the Chief Minister on important policy issues and issues concerning Government of India and other states;
- (3) Undertake inter-departmental coordination;
- (4) Supersede any Secretary to Government, if needed, and circulate a file; and
- (5) Responsible for all other matters not falling within the categories of subjects assigned to other Secretaries.

1.4 The Secretary

- (1) A Secretary to the Government of Andhra Pradesh is the administrative head of the Secretariat Department or its wing, who is the Principal adviser to the Minister on all matters of policy and administration within the Secretariat Department.
- (2) Officers of the secretariat in a department, and one or more heads of departments may report to a Secretary.
- (3) A Secretary is usually assisted by one or more Mid-Level Officers in the secretariat.

1.5 The Ex-Officio Secretary

- (1) The Ex-Officio Secretary (EOS) is a system where a head of the department is assigned the status of a Secretary to Government in Secretariat thereby fusing the functions of assistance to cabinet, policy making and policy im-plementation into a single functionary.
- (2) EOS functions directly from the office of the head of the department with their staff; as a result no sections are assigned to an EOS.
- (3) The EOS may authorise an officer not below the rank of an Assistant Director in his office as an attesting officer under Secretariat Instruction 21.
- (4) This system is adopted in departments where
 - (i) quick response to public issues is required in the form of policy re-sponses by Government; and
 - (ii) possibility to delegate financial and functional powers to a head of the department is limited.

1.6 The Mid-Level Officer

- (1) The Secretary may delegate his powers to a Mid Level Officer under his control.
- (2) The Secretary is, however, responsible for monitoring the exercise of powers by the Mid Level Officers.

1.7 The Assistant Secretary

- (1) The AS exercises control over the sections placed in his charge both in regard to dispatch of business, and in regard to efficient administration.
- (2) The Secretary designates an AS as in-charge of office procedure.

(3) The Office Procedure (OP) consists of

- (i) Establishment - all the personnel matters relating to the staff of all grades, and
- (ii) Office Management - vehicles, communication, office supplies, procurement for office, payment of bills, tappal and such other matters relating to providing support to the staff.

1.8 The Section Officer

The functions of SO are as follows.

- (1) dispose business allotted to him as per SOM;
- (2) prioritize the work;
- (3) prepare important proposals and deal with important papers by himself in e-office at short notice;
- (4) ensure accuracy of notes/drafts and the correctness of facts in them;
- (5) ensure that no personal opinions or views are expressed;
- (6) Assist in the preparation of 'note for circulation' / 'note for opinions';
- (7) answer to the officers above him in the hierarchy viz., Assistant Secretary, Mid Level Officer and Secretary in that order;
- (8) keep a tab on timely movement of all the files under circulation or sent to superior officers and if needed personally meet secretary;
- (9) ensure that multiple files are not opened for the same case/ class of cases;
- (10) distribute the work assigned to him to the ASOs under his control with the approval of the Secretary/MLO;
- (11) train ASOs under his control; and
- (12) maintain discipline in his section.

1.9 The Assistant Section Officer

- (1) An ASO performs the role of SO for the subjects allotted to him in so far as business disposal is concerned.
- (2) The functions of an ASO are as follows.
 - (i) Assist the SO;

- (ii) Keep custody of files;
 - (iii) draft and reference communications/ files in e-office by himself at short notice;
 - (iv) dispose cases entrusted to him immediately upon receipt of current;
 - (v) perform the role of SO if needed; and
 - (vi) maintain personal register, reminder dairy, call book, periodicals and other registers;
- (3) Typist Cum Assistant attends work entrusted to him by the SO which may include the work of an ASO.
- (4) The functions of other specialised staff heading units/ wings etc. will be specified by the departments concerned.

1.10 The Personal Staff

The Private Secretary/ Senior Steno/ Junior Steno/ Special Category Steno shall attend to the following work for the officer to whom they are attached.

- (1) monitor timely disposal of files by the officer;
- (2) attend personal files of the officer;
- (3) supervise other peshi staff ;
- (4) maintain fuel coupons/ vehicle log books;
- (5) prepare monthly diary of the officer;
- (6) other works entrusted to them by the officer.

2 DIVISION OF WORK IN SECRETARIAT

2.1 The Departments

- (1) Business of the Secretariat is transacted in the departments.
- (2) There may be one or more heads of departments under the administrative control of a department.

2.2 Organisation of department

- (1) The Secretary organises the work in his department into sections (which term includes Wings, Divisions, Branches etc.). See Figure 1.
- (2) The Business transacted in the department is divided into any number of sections. Each section is headed by a Section Officer (SO) and is assisted by up to four Assistant Section Officers (ASOs).
- (3) The Sections dealing with similar kind of business may be grouped as branch.
- (4) Two or more branches may be grouped as division.
- (5) Two or more divisions may be grouped as wing.
- (6) Wings, Divisions, Branches etc. may be headed by such staff as the department may notify.
 - Wing is headed by Secretary
 - Division under MLO
 - Branch under Assistant Secretary
 - Section under Section Officer

3 SPECIALISED UNITS IN SECRETARIAT

3.1 Central Record Branch (CRB)

- (1) The CRB is the repository for non-confidential records appertaining to the current year and the preceding 3 years.
- (2) This branch is under the control of an AS of the General Administration Department.
- (3) One of the principal duties of this branch is to see that disposals asked for by the departments are supplied promptly and the papers supplied are returned to the branch as early as possible.

3.2 Pay and Accounts Office (PAO)

- (1) The PAO deals with all matters connected with drawing and disbursal of amounts relating to departments of the Secretariat.
- (2) It is under the control of the Finance department.

3.3 Secretariat Library

This unit is under the control of the General Administration Department. It is primarily responsible for the selection and procurement of new books. The librarian is responsible for the safety of the books, their issue, return and the general maintenance of the library.

3.4 Definitions

arising reference means any reference issued from the office which gives birth to a file;

autonomous organisation is a creation of constitution or a statute or an executive order of Government operating at arm's length from Government;

business rules means Andhra Pradesh Government Business rules made under Article 166 of the Constitution of India;

case means a current file or receipt together with other related papers, if any;

chief secretary means the principal officer of Government responsible for overall control and efficient administration of the State Government;

current means a tappal which is assigned a number in the registry;

current file means a bundle of chronologically ordered papers received or generated during the course of disposal of a case, either in physical or electronic shape; Ex. Official/ unofficial correspondences, replies, reports, books, orders etc.;

demi official correspondence means an informal communication, not necessarily placed on official record, by a public servant with another public servant or citizen on official matters;

department is a policy implementation arm under the control of a Secretariat Department with or without offices under its control at zonal, regional, district, sub-district, mandal or village levels with authority to draw its budget from the consolidated fund of the State. The departments do not have financial autonomy. The list of departments is notified under FR9 by Government;

despatch means physical or electronic despatch of an outward communication of Government;

disposal means a file containing the final decision on a case;

district office is an office under the control of a zonal office or the Head of the department usually having jurisdiction over one District;

drafting means the preparation of any communication from Government;

enclosure of a communication means a communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter;

e-Office means the Information Technology platform on which all cases are disposed by the functionaries of Secretariat;

flagging means the process of attaching physically or electronically to the top of papers put up for reference in a case, slips printed with letters of the alphabet or roman numerical;

head of the department is an official appointed by Government to head the Department;

issue means the process of copying or printing and dispatching communications intended for any person or authority;

linked case means a scenario where a reference to a paper in one file is necessary for the disposal of another;

mandal office is an office under the control of the District office or Sub District office having a jurisdiction over a mandal;

new case means a paper which is not connected with an existing case;

note file means chronological notes on a case with serially numbered paragraphs where each paragraph relates to a reference or an opinion or a decision written by the case worker or decision maker;

official correspondence means a formal correspondence in public domain between a Government official and another Government official/ private body/ private individual on an issue;

old case means a paper to be filed with a current pending in the office;

put up papers means papers relating to all the previous orders and connected papers on a case for a decision;

reference means the process of listing out the previous correspondences, rules, laws, and connected papers required for the disposal of a case in the current file, flagging their presence in the current file and mentioning them in the margin of the note file, either physically or in e-file;

registry means a tappal is said to be registered when it is given a 'current number' and entered with an abstract in a receipt register known as the Personal Register;

routine note means a note put up by the head of a section for action by a superior officer in simple matters which are not decision-making in nature. Ex. Reminders, etc.;

secretariat means the Government office wherein or through which the Governor or any Minister of the State Government takes cognizance of matters relating to the administration of the State;

Secretariat Instructions means the instructions issued by the Governor under the Business Rules;

secretary to government or secretary means the administrative head of a secretariat department and the principal advisor to the Minister-in-charge on all matters;

sectoral note means a note written on one issue out of many issues arising out of examining a case and distinguished from the main note;

shadow file means an intra-departmental secretariat file meant for arriving at an opinion/ view which will be recorded in the file referred by another department;

sub district office is an office under the control of the District office having jurisdiction over a division comprising of one more mandals;

tappal means a communication received in the office which has not yet passed through the registry;

unofficial correspondence means the process of obtaining the views / concurrence/ opinion of another secretariat department/ officer of the Government other than on the note file;

village office is an office under the control of a mandal office having a jurisdiction over one or more revenue villages/panchayats /hamlets;

zonal office (includes regional office/range office etc) is an office under the control of the head of the department usually having a jurisdiction over more than one district; and

words and expressions used but not defined in these instructions shall have meanings assigned to them in the Andhra Pradesh Business Rules and Andhra Pradesh Secretariat Instructions.



- Introductory
- Inward
- Outward
- Decision Making
- Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

